

# NOTICE OF REGULAR MEETING OF SPRING CANYON WATER AND SANITATION DISTRICT

This meeting is being held via telephone and video conference and may be joined the following ways:

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NOTICE IS HEREBY GIVEN that a Regular Meeting of the Board of Directors of the Spring Canyon Water and Sanitation District, Larimer County, Colorado, has been scheduled for Wednesday, June 28, 2023 at 6:00 p.m. via teleconference.

**Board of Directors**

Tim Schmitt, President/Chairman

Term Expires: May 2027

Richard Emery, Vice President/Vice Chairman

Term Expires: May 2025

Tim Mather, Director

Term Expires: May 2025

James Gerard, Treasurer

Term Expires: May 2027

Chris Goemans, Director

Term Expires: May 2027

## **AMENDED AGENDA**

**A. ADMINISTRATIVE MATTERS**

- A. Call to Order
- B. Declaration of Quorum/Director Qualifications/Conflicts of Interest
- C. Approval of Agenda
- D. Approval of Minutes from May 24, 2023
- E. Public Comments, limited to three minutes per person.

**B. FINANCIAL MATTERS**

- A. Consideration of May 2023 Disbursements
- B. Presentation FY 2022 Audit

**C. OPERATIONS AND MAINTENANCE MATTERS**

- A. Engineer's Report
- B. Operations Report

**D. MANAGEMENT MATTERS**

- A. Manager's Report

**E. OTHER MATTERS**

\*The next regular meeting is scheduled for July 26, 2023 at 6:00 p.m.

By/s/ Darla Howard, Secretary for the meeting

MINUTES OF THE REGULAR MEETING OF  
SPRING CANYON WATER AND SANITATION DISTRICT  
HELD  
May 24, 2023

The Regular Meeting of the Board of Directors of Spring Canyon Water and Sanitation District was held via teleconference on Wednesday, May 24, 2023, at 6:00 p.m.

**ATTENDANCE**

Directors in Attendance

Tim Schmitt, President  
Rick Emery, Vice President  
Tim Mather, Director  
Chris Goemans, Director  
JJ Gerard, Treasurer

Excused Absence

Also, In Attendance

Chris Olson, Darla Howard, Tayler Pelletier SCWSD  
Jennifer Ondracek, Pinnacle Consulting Group  
Justin Beckner, CivilWorx  
Others: Jorge Vivanco

**ADMINISTRATIVE  
MATTERS**

**Call to Order** -The Regular Meeting of the Board of Directors of Spring Canyon Water & Sanitation District was called to order by Chairman Schmitt 6:06 p.m. He noted that a quorum was present. All Directors also confirmed their qualifications to serve on the Board, and that prior to the meeting they had been notified of the meeting.

**Agenda** - Upon motion duly made by Director Gerard, and seconded by Director Goemans, it was unanimously

**RESOLVED** to approve the May 24, 2023 agenda as presented.

**Nominations and Election of Officers** – Upon motion duly made by Director Goemans,, seconded by Director Gerard, and unanimously

**RESOLVED** that sitting officers would remain the same.

**Approval of Minutes** -The Directors reviewed the minutes of the April 26, 2023 Regular Meeting. Upon motion duly made by Director Gerard, and seconded by Director Goemans, it was unanimously

**RESOLVED** to approve the Minutes of the April 26, 2023 Regular Meeting.

**Consideration and Review of Customer Request** - Mr. Jorge Vivanco requested an exception to District policy regarding sign off of Larimer County Utility Checklist prior to purchase of tap rights in order to obtain the building permit for construction of a new residence at 4950 WCR 38E. Mr. Vivanco requested a three month payment plan for water and sewer taps beginning June 1, 2023 and ending August 1, 2023. Manager Olson requested the name on the contract be changed from Spring Creek to Spring Canyon, and he requested the July 1<sup>st</sup> payment date be changed to June 30, 2023. Manager Olson stated tap contracts would be issued with the final payment on August 1, 2023. After discussion and review and upon motion duly made by Director Gerard, seconded by Mather, it was unanimously

**RESOLVED** to approve Mr. Jorge Vivanco promissory note in the amount of \$34,425.00 for purchase of ¾" -5/8" residential water tap and 4" residential sewer tap, due in full August 1, 2023 pending legal review, the noted date change, and legal expense to be solely born by Mr. Vivanco.

**Public Comments -**

**FINANCIAL  
MATTERS**

**Disbursements** – The Directors reviewed the April 2023 Disbursements identified by checks #3589 through #3634 totaling \$94,617.15. Upon motion duly made by Director Mather, and seconded by Director Gerard, it was unanimously

**RESOLVED** to ratify the April 2023 Disbursements totaling \$94,617.15.

**First Quarter 2023 Financials** – Ms. Ondracek presented the first quarter financials for Director review. The Directors reviewed the expenses to budget through March 31, 2023.

Ms. Ondracek advised the Directors that she has not received a confirmation the auditor will present the draft audit at the June 28, 2023 meeting. The draft is due to the Directors by June 30, 2023.

**OPERATIONS  
AND  
MAINTENANCE  
MATTERS**

**Engineer's Report** -. The Directors reviewed the Engineer's Report provided by Justin Beckner. The contract is complete. Preconstruction meeting was held May 24, 2023. Project start date is scheduled for May 30, 2023.

**Operations Report** – The Directors reviewed the Operations Report prepared by Tayler Pelletier. The Directors inquired whether the County Boat wash station would generate tap fees; Mr. Pelletier advised them the County will be required to purchase a water and sewer tap for their project.

**MANAGEMENT  
MATTERS**

Manager Olson reported the District is also anticipating the sale of two (2) water taps and three (3) sewer taps over the next few months in addition to the Vivanco and County purchases. The Directors reviewed the manager's report and agreed to respond to Mr. Olson's request for a date to hold a work session.

**NEXT MEETING**

The next Regular Board Meeting is scheduled for Wednesday, June 28, 2023.

**ADJOURNMENT**

Upon motion duly made by Director Gerard, seconded by Director Mather, it was unanimously

**RESOLVED** to adjourn the meeting at 7:19 p.m.

Respectfully submitted,

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Darla Howard, Secretary for the Meeting

**Spring Canyon Water Sanitation District  
Disbursements May 2023**

<b>Check No.</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
E-pay	United States Treasury	FIT taxes	\$5,448.58
3635	Anthony A Cruz	Payroll	\$1,214.40
3636	Chris Goemans	Board meeting	\$69.26
3637	Chris S. Olson	Salary	\$2,806.57
3638	Darla Howard	Payroll	\$1,924.63
3639	Rick Emery	Board meeting	\$69.27
3640	Taylor E. Pelletier	Payroll	\$1,847.65
3641	Tim Mather	Board meeting	\$69.26
3642	Tim Schmitt	Board meeting	\$69.26
3643	Canyon Utilities Service	Trash service	\$187.00
3644	First Bank	Software upgrades, gas, LS#6 bracket, training	\$3,811.89
3645	Frontier Business Products	Copier/printer maintenance contract	\$57.12
3646	Great West Life & Annuity	Deferred compensation contribution	\$337.08
3647	Horsetooth Lake Estates HOA	Annual dues Lots 172 & 173	\$150.00
3648	UNCC	Locate request service	\$15.48
3649	Verizon	Phone and cellular services	\$181.57
3650	CEBT Payments	June health insurance premium	\$4,775.34
3651	CEGR Law	Legal expense	\$266.50
3652	Coloradoan Media Group	Election publication	\$30.33
3653	Great West Life & Annuity	Deferred compensation contribution	\$337.08
3654	Pinnacle Consulting	Accounting - April 2023	\$1,486.25
3655	Poudre Valley REA	Electric services	\$3,830.12
3656	Anthony A Cruz	Payroll	\$1,662.40
3657	Chris S. Olson	Salary	\$2,790.51
3658	Darla Howard	Payroll	\$2,019.86
3659	Taylor E. Pelletier	Payroll	\$2,048.17
3660	Civil Worx	General services, Holiday Loop	\$2,433.75
3661	Ferguson Waterworks	LS #6 repair materials	\$362.80
3662	FCLWD	April consumption and sewer	\$16,984.10
3663	High Country Pipe & Utility Inc.	Clean and video 20% of system (2022)	\$11,217.41
3664	Chris Olson	Reimburse out of pocket sewer repair materials	\$198.69
3665	Colorado Analytical Labs Inc.	Lab analyses	\$48.00
3666	Comcast	Internet service	\$205.85
3667	Falcon Environmental	Sewer repair materials	\$810.26
3668	LETA	Annual IGA expense	\$493.00
3669	USPS	June 1 billing postage	\$192.00

**Total May 2023 Disbursements**

**\$70,451.44**

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## Engineer's Report – June 22, 2023

### Holiday Drive Waterline Construction Project

Construction has progressed slowly on the waterline due to the consistent rain and the amount of rock excavation that was necessary at the connection point at the end of Holiday Drive. Gerrard spent a week plus hammering out the rock shelf at the tie-in location and has now been running the line down the slope. See the photos below:

The contractor has requested approximately a week in weather days which seems reasonable based on the amount of rain we have had. I will have an updated schedule for completion for you at the board meeting.



### CIP

We had a great work session with the Board Members and District staff on June 6, 2023. In the meeting it was discussed that we would move forward with pursuing a grant for the construction of the Sewer of Inlet Canal and the Shoreline Drive projects as well as potentially adding in one or two other small stretches of sewer that were adjacent to that work. After reviewing the budgetary numbers I would recommend that we add in the Kano Drive project to the grant application (see the attached blow-up from the last CIP update)

In addition to we have reached out to 3 separate environmental firms for the Phase 1 assessment that is necessary as part of the grant application and I am still waiting on numbers from one of the firms, but based on the numbers I have received we will be able to save some money from the original quote that we had received.

Thank you for continuing to allow us to serve the district,



Justin C. Beckner, PE  
Project Manager

SHEET SIZE: 11 x 17  
DRAWING NAME: SEWER/PIP 2022  
PATH: D:\CIVILWORK\DRAWING\WORKPROJECTS\2022\202206-30\SDSD-AUTOCAD\CONSTRUCTION SHEET\SEWER/PIP 2022.DWG



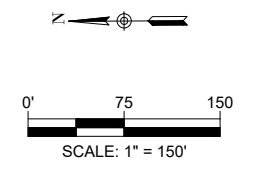

4025 Automation Way  
Suite B2  
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<span style="color: red;">█</span>	PHASE 2.1	<span style="color: brown;">█</span>	PHASE 9.1
<span style="color: orange;">█</span>	PHASE 3.1	<span style="color: darkgreen;">█</span>	PHASE 10.1
<span style="color: yellow;">█</span>	PHASE 4.1	<span style="color: mediumseagreen;">█</span>	PHASE 11.1
<span style="color: green;">█</span>	PHASE 5.1	<span style="color: lightgreen;">█</span>	PHASE 12.1
<span style="color: lightblue;">█</span>	PHASE 6.1	<span style="color: yellowgreen;">█</span>	PHASE 13.1
<span style="color: darkblue;">█</span>	PHASE 7.1	<span style="color: grey;">█</span>	EXISTING
<span style="color: purple;">█</span>	PHASE 8.1		

### SEWER CAPITAL PROJECTS - KANO DR (PHASE 7.1)

CONCEPTUAL PROJECT - 756 LF OF 8" REPLACED PVC PIPE

6/28/2022





# Spring Canyon WSD Monthly Operations Report

Prepared by: Tayler Pelletier

Date: 6/22/2023

## Service Line Repair on Skyline Drive:

A service line repair was completed on Skyline Drive on 5/31.

## Lift Station 2:

Last month a relay in lift station 2 failed and disabled some of the automated controls. A replacement was ordered and installed, which solved the problem.

## Bayview Sanitary Sewer Overflow:

There was an SSO caused by a root ball on the discharge of a manhole. DES was contacted and were able to clear the obstruction.

## Lift Station 3:

Last month we discussed the seal failures at Lift Station 3 and that they were scheduled to be rebuilt. We have rebuilt the pump and continue to monitor its performance for any signs of failure.

## Comms Loss Alarms:

The communications alarms in the water SCADA system have been refined to fully eliminate that set of unnecessary calls.

## 2023 Consumer Confidence Report:

The CCR for this year has been completed and submitted to the state along with all the necessary documentation.

## Lift Station 6 Replumb:

Lift Station 6, which had been on 1 pump since the end of December needed a pump mounting system to be completely redone. This was accomplished on 5/30 and we are continuing to monitor it to ensure it performs as expected.



### **Sandstone Tanks:**

Currently only one tank at Sandstone has a functioning level indicator. We are awaiting the replacement's arrival. For a period, we had to manually run the Arrowhead pumps because the setpoints from Sandstone needed to be rescaled to accommodate the working transducer.

### **Holiday Loop CIP:**

The Holiday Loop CIP is underway and Gerrard has been making a lot of progress. We plan to make the bypass connection on Tuesday, the 27<sup>th</sup>.

### **Potential Leaks:**

There are two potential leaks under investigation currently. One on the Holiday line and one on Fawn Lane.

- Holiday: Leak detection is scheduled for Tuesday the 27<sup>th</sup> to line up the CIP shutdown with this one rather than needing to do two separate shutdowns.
- Fawn: We are aware that water naturally surfaces in this location on Fawn Lane but the flow coming out was much more than normal. Of course, that is entirely possible with the amount of rain we have received in the last few weeks. We excavated to investigate it and discovered that the water is following the bedding of a sewer pipe that goes up the hill. We will attempt to leak detect this one on the same day to determine if there is a problem.

### **Backflow Prevention Device Testing:**

Annual BPCCC testing has begun for the year.

### **New Sewer Service Line:**

A new sewer service line has been installed on Deer Run Lane.

### **DAF Property Sale:**

With the sale of the property behind the office, we moved materials and equipment out the building and got Gerrard's help moving some items that the District doesn't have the ability to move. We are still working on getting utilities to the building.

### **Office and Shop Flooding:**

Heavy rainfall consistently washes out the office parking lot and moves it to the shop, filling the ditch and making future drainage worse. The drainage situation also creates a dangerous ice patch in front of the shop doors during the winter. A couple of weeks ago the rainfall flooded the shop with mud, which we were able to clean out. We are currently looking for solutions and have a couple in mind.

**Water Storage Tank Inspections:**

Periodic water storage tank inspections were completed.

**Lift Station 1 and 4 Pump Trips:**

Lift Stations 1 and 4 (primarily 4) continue to have a single pump's breaker trip on the shutdown intermittently. We are continuing to diagnose this both in-house and with contractors.

**Edith Sewer Main Extension:**

The Edith sewer main extension by 2 properties has begun, we are regularly stopping by the site to ensure the quality of work and materials.

**Successful Closing of DAF Property on 6/19/23** - On behalf of the District, I want to express my sincere gratitude to Director Rick Emery for the dedication of his time and energy to allow for the successful sale of 4796 West County Road 38E East Fort Collins, CO 80526. Rick took on this responsibility beginning with the replat of the property over two years ago and saw it through each step of the way. The support this offered to the District during this specific time period was invaluable.

**Office/Property Maintenance** – With the sale of the property, there are important maintenance and property improvements that require attention.

- 1.) Tree work – The large cottonwood trees on the south side of the building had not been pruned for multiple years and were overgrown while a couple trees and branches posed a threat to the office building and old DAF building. The work was completed on 6/14/23 and entailed pruning/trimming the three largest cottonwoods and removal and stump grinding of two smaller cottonwoods which were leaning over/toward the office building. Three quotes were obtained and the District moved forward with TreeWorks, LLC who received multiple positive reviews, were professional and knowledgeable in our interactions and came in at \$2,400.00. This compared to \$3,200.00 and \$3,950.00. They also were able to schedule and complete the work the following week compared to other quoted lead times of 3-5 weeks.
- 2.) Drainage & Useable Space - With the heavy rainfall received over the last month, drainage issues surrounding the District office and shop have become very evident. Director Tim Mather took the time during one of the evening storms to come by the office and take note of what he witnessed. He followed up by meeting with me at the office to discuss options and potential solutions. I then met with J&J Construction Concepts to walk through improvements to increase useable space in the back of the office building while also looking to improve the drainage issues. We are currently waiting for a quote from J&J for the work.
- 3.) Storage - We are looking into additional storage options for the equipment and assets previously stored in the DAF building that are now in need of a new home. We are considering increasing storage capacity in the existing maintenance shop and/or an additional building. This is something we will be considering now and through the 2024 Budget to have an accurate idea of any additional funds needed to budget for 2024. Until 2024, we have a temporary solution that will suffice until we have decided on the most economical, efficient, sustainable solution.

**Anthony Cruz CCWP Certifications** – A big congratulations to Anthony Cruz, SCWSD's Operations Maintenance Technician for passing his certification exams and obtaining both the Level I Water Operator and Level I Sewer Collection Operator certifications. This successful achievement will allow more time to continue training in the field and learning the vital operation and maintenance roles of the position. Anthony is also now included in the SCWSD On-Call Operator rotation lightening the load previously shared between Tayler and me.

**Cushman's Lakeview Sanitary Sewer Mainline Extension** – The Mainline Extension Agreements have all been executed, the funds escrowed, and the right of way permit issued by Larimer County. Tri-State began construction on Tuesday 6/21/23 with an anticipated completion date of 7/7/23. Management of the project consists of daily work being documented and photographed for District record, milestones requiring District staff to witness and sign off and milestones requiring approval of the District engineer. Upon acceptance of the improvements of the District engineer, as built drawings signed and sealed by contractor engineer, final payment will be issued and title to all work, materials, and equipment furnished under the contract will pass to the District free and clear of all liens and other title defects, and a two-year warranty period will begin.

**Sewer Over Inlet Canal Water Level** – Water levels in the reservoir have now fully submerged the pipe. We have ordered additional signs for the fencing on the bridge as it is now eye level with watercraft on the lake. Additional measures taken to contact the county to request buoys to deter watercraft were successful. The county agreed with the recommendation and understood the criticality and placed the buoys the same week as our request.



**Water & Sewer Tap Purchase for 4950 W. CR 38E.** - Mr. Vivanco was very appreciative of the Board's decision to approve the request to make three consecutive payments for the purchase of one water and one sewer tap. CEGR reviewed the promissory note and spent one hour at \$325.00/hr. on the note. This charge was divided equally between the three payment amounts and the promissory note updated and finalized. The first payment of \$11,583.33 was received on time and the second is due on or before June 30, 2023.

**BIL Funding Work Session June 6, 2023** – The work session on 6/6/23 was very beneficial and I am appreciative of Civilworx and the SCWSD Board of Directors time and attendance to make for the most productive meeting possible. I am working closely with CivilWorx toward the submission of the PNA and gathering and reviewing additional information for the Environmental Assessment to continue to move forward with the current WPCRF opportunity.

**CEOS Eligibility Survey Complete – DWRF opportunity.** The Eligibility Survey has been submitted through the CEOS Portal. We are currently awaiting admin review and acceptance. Successful completion of the Eligibility Survey for both the DWRF and WPCRF will ensure SCWSD is eligible and listed on the Intended Use Plans for 2024 but does not require completion of an application for funding. Communities not identified on the list will not be eligible to secure funding through the SRF. The Colorado SRF has changed eligibility criteria for the WPCRF Supplemental category back to only Disadvantage Communities for 2024, but the expanded criteria under the DWRF Supplemental category is still in place and is the criteria we qualified for up to 49% principal forgiveness under the current WPCRF application.

**SDA Conference** – I attended the SDA Board Member Workshop in Eaton, CO on 6/16/23. I highly recommend this workshop for new board members and as a refresher every few years. The available dates and locations of the workshops each year can be found on the SDA Website <https://www.sdaco.org/board-member-workshops>. The District will cover the \$35.00 Registration cost of attendance should any Board member wish to attend.

**Water Loss Tracking** – Multiple variables ongoing and mentioned in the Operations Report could be contributing factors to the water loss numbers this month. We will have more information by the Board meeting on 6/28/23 as we have Colorado Underground coming out on Tuesday 6/27/23 to detect two separate areas for potential leaks within the District.

Through the consistent tracking of the water loss numbers over the last 14 months and keeping notes of the leaks/breaks, we are now able to compare the statistics from this year to last year to help in our understanding of potential causes and solutions.

<b>Billing Cycle</b>	<b>Trilby Pump Station Consumption (Gal.)</b>	<b>SCWSD Sold (Gal.)</b>	<b>Non-Revenue Water (Gal.)</b>	<b>Non-Revenue Water (\$3.39/1,000Gal) (\$3.66/1,000Gal)2023</b>	<b>Non-Revenue Water (%)</b>
4/20/22-5/20/22	3,053,500	2,263,298	790,202	\$2,678.78	25.88%
5/20/22-6/20/22	3,416,700	2,638,857	777,843	\$2,636.88	22.77%
6/20/22-7/20/22	4,727,000	3,769,422	957,578	\$3,246.19	20.26%
7/20/22-8/20/22	4,537,100	3,460,398	1,076,702	\$3,650.02	23.73%
8/20/22-9/20/22	4,419,600	3,277,624	1,141,976	\$3,871.30	25.84%
9/20/22-10/20/22	3,789,900	2,704,244	1,085,656	\$3,680.37	28.65%
10/20/22-11/20/22	2,681,700	1,999,952	681,748	\$2,311.13	25.42%
11/20/22-12/20/22	2,249,600	1,595,820	653,780	\$2,216.31	29.06%
12/20/23-1/20/23	2,724,600	1,993,388	731,212	\$2,676.23	26.83%
1/20/23-2/20/23	2,692,700	1,878,653	814,047	\$2,979.41	30.23%
2/20/23 – 3/20/23	2,240,500	1,519,155	721,345	\$2,640.12	32.20%
3/20/23 – 4/20/23	2,602,200	1,803,786	798,414	\$2,922.19	30.68%
4/20/23 – 5/20/23	2,547,300	1,875,900	671,400	\$2,457.32	26.36%
5/20/23 – 6/20/23	2,987,300	2,258,096	729,204	\$2,668.89	32.29%